

Your 2024–2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

**A. Student’s Information**

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s ID Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Alt or Cell Phone Number

**B. Student’s Family Information**

- The Student
- The student's spouse, if applicable.
- The student's dependent children if the following are true:
  - They live with the student (or live apart because of college enrollment); they receive more than half of their support from the student; and they will continue to receive more than half their support from the student during the award year.
- Other persons if the following are true:
  - They live with the student;
  - They receive more than half of their support from the student; and
  - They will continue to receive more than half their support from the student during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the student could claim as a dependent on a U.S. tax return if the student were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, the student should not include any unborn children in the family size.

If more space is needed, provide a separate page with the student's name and ID number at the top,

Full Name	Age	Relation hip
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>
		<i>Self</i>

**C. Student Income Information**

Important Note: The instructions below apply to the student and spouse (if the student is married). Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

**Tax Filers**

*Check the box that applies:*

- The student and spouse filed or will file a 2022 IRS Income Tax Return(s).
- If 2022 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

A **2022 IRS Tax Transcript** may be obtained through:

- Online Request - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click "Get a Tax Transcript online or by mail." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

\_\_\_\_ Check here if a 2022 IRS Tax Return Transcript is provided.

\_\_\_\_ Check here if a 2022 IRS Tax Return Transcript will be provided later (verification cannot be completed until this form is received in our office).

**Non-Tax Filers**

The instructions and certifications below apply to the student and spouse (if the student is married.) Complete this section if the student and spouse will not file and are not required to file a 2022 income tax return with the IRS.

*Check the box that applies:*

- The student and spouse were not employed and had no income earned from work in 2022.
- The student and/or spouse were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2022 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	Was IRS W-2 or an Equivalent Document Attached?	Annual Amount Earned in 2022
<i>Suzy's Auto Body Shop (example)</i>	<i>Yes</i>	<i>\$4,500</i>

**Check the box that applies:**

- Check here if non-filing letter is provided.
- I acknowledge that I did not file a 2022 Income Tax Return, I was not required to file a 2022 Income Tax Return and I tried but was not able to obtain a non-filing letter from the IRS for the 2022 tax year.

Student's Name: \_\_\_\_\_ ID# \_\_\_\_\_

**D. Students unable to present form and ID in person at Columbia International University:**

**Identity and Statement of Educational Purpose (To Be Signed with Notary)**

If the student is unable to appear in person at Columbia International University to verify his or her identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose provided below.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational  
(Print Student's Name)

Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Columbia International University for 2024-2025.

\_\_\_\_\_  
(Student's Signature) (Date) (Student's ID Number)

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared,  
(Date) (Notary's name)

\_\_\_\_\_, and provided to me on basis of satisfactory evidence of  
(Printed name of signer)

identification \_\_\_\_\_ to be the above-named person who signed the foregoing  
(Type of government-issued photo ID provided) Instrument.

**WITNESS my hand and official seal**

\_\_\_\_\_  
(Notary signature)

(seal)

My commission expires on \_\_\_\_\_  
(Date)

**E. For students able to present form and ID in person at Columbia International University:**

**Identity and Statement of Educational Purpose (To Be Signed at the Institution)**

The student must *appear in person* in the Financial Aid Office at Columbia International University to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, *in the presence of the institutional official*, the following:

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational  
(Print Student's Name)

Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Columbia International University for 2024-2025.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

**F. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

Submit completed form and any additional documents to:  
Columbia International University, Financial Aid Office  
7435 Monticello Road, Columbia, SC 29203  
Office: (803) 807-5036 Fax: (803) 223-2505 Email: [finaid@ciu.edu](mailto:finaid@ciu.edu)

Office Use Only:		ID Results Entered	
Rec'd ___/___/___ by _____	Verified ___/___/___	Verified by _____	___/___/___ by _____